

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FLP-222

1910-B, 1910-C

For: State and County Offices

FY 2002 FLP Credit Reports

Approved by: Acting Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

The National Office has contracted with Dun and Bradstreet (D&B) Information Services to provide online services through the internet for this FY. State Office FLP staffs will retain the responsibility for ordering commercial credit reports for FY 2002.

State Offices must select GSA-approved vendors to obtain mortgage credit reports. State Offices are authorized to obtain electronic mortgage reports for individual and joint applicants.

The USDA's Service Center Initiative Inter-Operability Lab requires that all vendor software be certified before it is loaded on any NT workstation. CBCWin Version 1.6 software has been certified for use by States for electronic mortgage reports.

B

Purpose

This notice:

- provides guidance on obtaining credit reports
- obsoletes Notice FLP-154.

C

Contact

Direct any questions about this notice to Ann Smith, LMD at 202-720-1656.

Disposal Date

October 1, 2002

Distribution

State Offices; State Offices relay to County Offices

2 Responsibilities

A

Farm Loan Manager (FLM) Responsibilities for Obtaining Commercial Credit Reports

FLM's will determine whether a commercial credit report is required. If FLM can make a loan determination based on information contained on an applicant's mortgage report, a commercial credit report is not required.

If FLM determines that a commercial credit report is needed, a \$40 fee will be collected from the applicant and a request to order a credit report will be sent to the State Office, FLP Section.

FLM's shall submit the information on FmHA Instruction 1910-C, Exhibit A or in memorandum form. Requests must be in writing and provide the following information:

- name of applicant
- mailing and physical address of operation
- telephone numbers for principals and owner's name, if different from name of applicant.

Note: The D&B database will not have an established record of activities on newly formed operations; however, they will initiate an investigation upon request.

B

FLM Responsibilities for Obtaining Mortgage Reports

The standard fee for mortgage reports remains \$28 for individuals and \$34 for joint applicants. FLM's shall follow State Office supplements when ordering and charging fees for paper and electronic mortgage reports.

C

State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports

The State Office Coordinator or their designee:

- will order commercial credit reports
 - shall access the D&B site at <http://www.dnb.com> and select "Business and Credit Report" under the "Products" section
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2 Responsibilities (Continued)

C

State Office Coordinator Responsibilities for Obtaining Commercial Credit Reports (continued)

- will access the D&B database using a D&B authorized ID and password
- are only authorized to obtain D&B “Business Information Reports”
- shall initiate an investigation through the D&B website if a business information report is not available.

Upon receipt of a credit report, the State Office Coordinator shall FAX the report to the requesting FLM.

Note: State Office Coordinators will receive monthly reports from D&B detailing the usage of the individual accounts. State Offices will not be billed by D&B for access to this database.

D

State Office Responsibilities for Obtaining Vendor Services for Mortgage Reports

State Offices will:

- select approved vendors from GSA Schedule 732 I A
- issue State Office supplements providing additional guidance, i.e., vendor selection, use of vendors and fees, to field offices

Note: State supplements must be issued and approved according to 1-AS, paragraphs 216 and 220.

amend standards fees to reflect the actual cost for electronic mortgage reports.

Note: GSA Schedule 732 I A can be found at the following GSA website:
<http://www.fss.gsa.gov>. Select the following:

- “Schedules E Library”
 - “Federal Supply Schedules Listing”.
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E

National Office Responsibilities

The National Office works with the National Agricultural Library under an interagency agreement to obtain D&B’s reporting services. All payments to D&B under this contract are made through the National Agricultural Library.
